

--SPECIFICATIONS LIST.....Section Chief.....Capt. McCaskill

1. Under general supervision of the Board, edits graphic material submitted by contributing agencies.

2. Is specifically responsible for preparation of all illustrative material for reproduction and the editing of basic captions therefor.

3. Above includes the review of graphic copy for selection of most appropriate originals; research to establish proper orientation; integration of material to eliminate internal contradictions and check published data such as maps, charts, etc., to avoid discrepancies and duplication; provide Editorial Section with keyed duplicate copies of all graphic material forming "pool" for use of that Section; prepare all copy for reproduction with respect to instructions concerning size, crops, groupings, repair or retouching necessary, and reproductive process most adaptable to obtain best rendition; maintain "log" revealing manufacturing data pertaining to each piece of copy; prepare basic caption for all graphic copy; mark engraver's proofs indicating quality of reproduction, errors, deletions, etc., and correct position for "dummying."

4. Is responsible for the reproduction orders of insert material.

5. Performs other duties as directed by Joint Intelligence Study Publishing Board.

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